

Prior to beginning work at the University of Maryland Medical System (UMMS), you will be scheduled to visit Employee Health Services (EHS) for a pre-placement physical. **You must bring a picture ID** (driver's license or passport) or we will not be able to perform your evaluation. Please bring a copy of your vaccination record and TB test (as described below).

Plan about one hour in your schedule to complete this process. The urine drug screen may take up to three hours longer if you are unable to provide a specimen.

1. Vaccination History:

Measles, Mumps, Rubella, Varicella (chicken pox), TDap (Tetanus, Diphtheria, Pertussis), and Flu.

Please bring documentation of any vaccinations or lab results indicating you are immune.

- If you cannot show proof of vaccination history or immunity, we will draw your blood to determine whether or not you are immune to measles, mumps, rubella, and varicella.
- If the test indicates that you are not immune to any of the above mentioned, you will be notified and instructed to return to EHS to be vaccinated.
- During Flu season (September 1 – April 15), please bring documentation of vaccination if you were already vaccinated.

2. Hepatitis B Vaccine:

- UMMC offers the Hepatitis B vaccination series at no cost to those working in areas where there is exposure to blood or body fluids.
- If you have had the Hepatitis B vaccine, or have test results indicating you are immune to Hepatitis B, **please bring** the proper documentation that includes the dates (three-dose series) the vaccines were given and/or immune titer lab results.
- If you have been vaccinated, we can check your immune titer, if requested.

3. Tuberculosis Skin Testing:

- You will be given a two-step TB skin test. This means we place one TB skin test and **as long as it is negative**, we place another one 1-2 weeks later to be certain your baseline is negative.
- If you have had a TB skin test in the last 12 months, **please bring** a copy of the result. Then, you will only need to receive one TB skin test.
- The TB skin test needs to be read or interpreted 48-72 hours after it was administered. You may return to Employee Health Services without an appointment or have any RN or MD (but not yourself) document the result as long as there is no redness or induration. **Any redness or induration must be read by Employee Health Services (EHS).** Documentation can be hand-carried or faxed to EHS (fax number above). Please call EHS to confirm that the fax was received (phone number above).
- If you had a positive TB skin test in the past, **please bring** a copy of a chest x-ray report performed in the **past 12 months**. Otherwise, we will repeat the chest x-ray. You will also be required to complete the Positive TB Skin Test Questionnaire.
- For your convenience, we are open Monday – Friday, 7 AM – 4 PM (except holidays).

4. Drug Screen:

- A urine drug screen (UDS) will be obtained. **Please come** to your appointment **prepared** to provide a urine specimen. This is usually a very quick process (15-20 minutes). However, it may take up to three hours if you cannot provide a specimen. Please note, once the UDS process is started, you may not leave the test site (EHS office) until a specimen is provided or until the end of your three-hour period.

5. Ergonomics Assessment:

- Ergonomics assessments will be performed on an as-needed basis.

6. Medication History:

- Please bring in prescription bottles and/or copies of any written prescriptions for any medications that you are currently taking.

If you are unable to keep an appointment and need to reschedule or are going to be late for the physical and would like your time to be held, please call 410.328.6151. If you are more than 30 minutes late and have not cancelled, the physical must be cancelled and will then be rescheduled at the earliest available time.

Please note that your start date will be delayed by failure to return/complete vaccination records and TB skin test results.

Revised 4/13